

## **Please Read Before Submitting Application**

**There are four ways to submit an employment application to the Sac and Fox Nation  
Human Resources Department**

**1. The form can be mailed to:**

**Human Resources  
920963 S. Hwy 99  
Stroud, OK 74079**

**2. The form can be dropped off at the Administration Building in Stroud, OK or at  
the Shawnee Multi-Purpose Center in Shawnee, OK.**

**3. The form can be faxed to 918-968-3240.**

**4. The form can be completed using Adobe Acrobat. Once the form has been  
completely filled out, the form must be saved locally to your computer and then  
added as an attachment to an email. The email address to send the completed  
form is [amber.riley@sacandfoxnation-nsn.gov](mailto:amber.riley@sacandfoxnation-nsn.gov) (HR Assistant) or  
[janelle.burgess@sacandfoxnation-nsn.gov](mailto:janelle.burgess@sacandfoxnation-nsn.gov) (HR Director).**



Date received by SFN \_\_\_\_\_  
Vacancy Announcement # \_\_\_\_\_

## Sac and Fox Nation Application for Employment

All questions must be answered carefully and completely. If you have a resume, please attach it to this application. PLEASE TYPE OR PRINT.

Date \_\_\_\_\_ Location Desired \_\_\_\_\_  
Position Desired \_\_\_\_\_ Salary Desired \_\_\_\_\_  
Available to work ☐ Full-Time ☐ Part-Time Date Available \_\_\_\_\_

### Personal Data

Name \_\_\_\_\_

If you have ever worked under a different name, please provide the name(s) and dates employed under this name(s):

Address \_\_\_\_\_  
Number and Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\*Telephone ( ) \_\_\_\_\_

\*Email Address \_\_\_\_\_

Are you:

- Yes No Legally eligible for employment in the United States?  
Yes No Enrolled member of a federally recognized Native American Tribe? If yes, list tribe: \_\_\_\_\_  
Yes No A previous applicant?  
Yes No A previous employee? If yes, what position did you hold? \_\_\_\_\_  
Yes No A licensed driver? If yes, issuing state and number \_\_\_\_\_  
Yes No High school graduate or equivalency? Last high school attended \_\_\_\_\_  
Yes No As an adult, have you ever been convicted of a felony or other crime involving embezzlement, fraud, or moral turpitude? (Do not include juvenile convictions) Conviction will not automatically exclude you from employment consideration, but the nature of the conviction will be considered in relationship to the job for which you applied.

\*If yes, list offense, date, and describe in detail \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Post High School Education (amount of education considered necessary will vary according to the job applied for)

Institution Name	Location	From	To	Degree	Major

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**Work Experience (Start with most recent position and list each employer for the past five (5) years. Use supplemental page, if necessary).**

Present/Last Employer				Type of Business	
Address				Telephone Number	
Start Date	Leave Date	Last Salary	Reason for Leaving		
Job Title		Supervisor and Title			May we contact?
Description of Duties					
Present/Last Employer				Type of Business	
Address				Telephone Number	
Start Date	Leave Date	Last Salary	Reason for Leaving		
Job Title		Supervisor and Title			May we contact?
Description of Duties					
Present/Last Employer				Type of Business	
Address				Telephone Number	
Start Date	Leave Date	Last Salary	Reason for Leaving		
Job Title		Supervisor and Title			May we contact?
Description of Duties					

**Additional Skills or Experience**

List special skills you possess and specialized training, licenses or certificates you have received: \_\_\_\_\_

\_\_\_\_\_

List your computer and software knowledge: \_\_\_\_\_

\_\_\_\_\_

U.S. Military:      Branch of Service: \_\_\_\_\_ Rank of Discharge: \_\_\_\_\_ Dates of Service: \_\_\_\_\_

**Agreement (Please read the following statements carefully)**

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also understand that falsified information or significant omissions may disqualify me from further consideration for employment and, if employed, may result in termination of employment if discovered at a later date.

I understand that any employment with Sac and Fox Nation is for an indefinite term and may be terminated, with or without cause, at any time at the discretion of either the company or myself. I understand that the hours of work will be set and may be changed by the Nation. I understand that upon being hired, I will have to prove authorization to work in the United States.

I authorize Sac and Fox Nation to make all necessary and appropriate investigation to verify the information contained herein and I authorize any person(s), schools, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying resume, if any), to provide any job-related information that may be required by SFN to arrive at an employment decision.

I understand that Sac and Fox Nation reserves the right to require its applicants to submit to drug tests. I understand that a positive drug test or refusal to submit to a drug test will preclude my application from further consideration.

**INDIAN PREFERENCE:** in filling positions, preferences in selection will be given to qualified Indian preference candidates. Eligibility will be determined from current Sac and Fox Nation Personnel Policies and Procedures. **EQUAL EMPLOYMENT:** Except for Indian preference, consideration will be made without regard to any non-merit factor such as race, color, religion, sex, sexual orientation, national origin, disabilities, marital status or age.

DATE \_\_\_\_\_